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3 MAR 1958

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT:

Functional Furniture (100-100-100)

REFERENCE:

(a) Staff Study dtd 15 February 1957 from D/L to DD/S, subject as above

(b) Memorandum for D/L from DD/S, dtd 19 February 1957, subject as above

1. This memorandum is for your information and is intended as an interim report only.

2. The subject of furniture for use in the new Headquarters building has now been fully explored. This study was approached with the intention of providing the most efficient type of office furniture available, yet at the least possible cost. As stated in reference (a), utilization of the "trade mark" commercial lines of office furniture which, at first, were being considered would result in increased costs over comparable wooden furniture. Reference (b) sets forth your objection to any attempt to justify a switch over to modular furniture unless such action could be predicated on an eventual saving to the Government. However, subsequent to your approval of reference (a), further and more favorable data has been developed with regard to procurement of steel unitized (modular) furniture at prices which will compare favorably with wooden furniture. This more favorable cost would result through procurement of a standard line of unitized furniture now obtainable through General Services Administration channels.

3. The Offices of the DD/P and the DD/I have each been provided with Purchase Specifications and sketches of the type of unitized furniture available through GSA. It is anticipated that, within the next 90 days, both DD/I and DD/P will be able to furnish this Office with minimum requirements for a group of GSA furniture to be utilized for test purposes. This furniture will be set up in a standard layout suitable for the analyst type of employee and tests conducted in an actual work situation. Based on these tests, both DD/I and DD/P will be in a position to determine their total requirements for this type of furniture and to prepare the necessary requisitions. As soon as

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these requirements are made known to this Office, unit costs for the new furniture will be developed for comparison with the cost of comparable wooden furniture. At such time as these cost comparisons are presented for your final decision as to the type of office furniture to be utilized for the analyst type of function, a planned schedule for disposition of existing furniture and acquisition of the new items will also be forwarded. As stated in reference (a), GSA will be able to dispose of our excess wooden furniture but this will, of necessity, be done over a pre-specified period of time.

4. Utilization of the GSA specification furniture will mean only a slight modification to one of our primary planning requirements, i.e., the two-drawer safes will form part of the overall working surface of desks instead of being utilized as a pedestal. However, our original concept of providing office furniture designed to allow maximum efficiency and minimum security risks will still be satisfied. In addition, utilization of the GSA unitized furniture would not require any reduction in numbers of personnel to be housed in the new building. As the square footage necessary for the unitized furniture is the same as we had previously planned for the "trade mark" items, the floor space plans previously developed are still valid.



Acting Director of Logistics

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